Budgeting Module

Budgeting is a module that facilitates the preparation, management, and analysis of fiscal year budgets. Streamlined for efficiency and designed to solve the cumbersome process of budget creation, Budgeting has a variety of features and functions to assist in the process for all levels of users.

The Budgeting module enables the user to design and produce the entire budget presentation using the powerful spreadsheet utility built directly into the budget module or to use a standard spreadsheet program and import current financial data. A full range of reporting formats include sorts by any combination of function, object, location, or program, as well as the NYS component budget format.

- Provides for unlimited budget worksheets with extensive detail notes for each account code.
- Performs "what if" budget calculations by increasing or decreasing specific account.
- Provides automatic updates of budget totals as budget amounts are entered or revised.
- Imports real-time data from Accounting including the original budget, revised budget, year-to-date expenditures and projected expenditures consisting of year-to-date expenditures plus outstanding encumbrances.
- Provides the ability to automatically move the adopted budget into the new fiscal year in Accounting.
- Imports real-time salary projections from Negotiations including detail by account code.

Budget Setup

Path: Budgeting/Data Entry/Budget Setup

Budget No.	Budget Name	Fiscal Year	Budget Type	Submitted	Total Notes	Total Budget
3	2014-15 Budget	07/01/2014 - 06/30/2015	Appropriation	☑		10,676,610.00
1	2013-14 Budget	07/01/2013 - 06/30/2014	Appropriation	☑		10,365,264.86

Adding a New Budget

- Enter Add mode ⊕ New Record .
- Enter the budget criteria.
    - The **Budget Name**, **Fund**, **Budget Type**, and **Fiscal Year** must be specified.
    - **Include Inactive Accounts** – check box to include inactive account codes in the budget creation process. This will include any codes in the Accounts table that are flagged as Inactive.
    - **Manually Enter Projected Expenditures** - check box to allow manual entry of projected expenditures on the Budget Entry window. This feature was added for those organizations that do not encumber all expenses at the start of each fiscal year.
- **Budget Users** - Add the appropriate budget users and administrators.
    - Enter system users who will be working with this budget by clicking lookup button 🔍.
    - **Administrator Checkbox** -Check the box if this user is an Administrator for this budget. Leave the box unchecked if this individual is simply a budget user.
    - **Active Checkbox** - To stop a budget user/administrator from performing any further budget-related transactions, uncheck the Active flag.
- **Save** the Record.

NOTE: When a Budget User logs into Budgeting, he/she will only see budgets that they have been added to and will not see any other Budget Users or Budget Administrators. A Budget Administrator sees all budgets that they have been added to, as well as all Budget Users for those budgets.

Users will only have access to accounts in which have been assigned to them in system module. The budgeting checkbox must be checked for those account codes.

Updating the Budget Name
- Highlight the appropriate budget name in the listing.
- Enter Update mode ✐ Update Record .
- Type in the new budget name.
- Save the record.

Deleting a Budget
NOTE: This option permanently removes the budget and all proposed budget information from nVision Budgeting. Once performed, this process cannot be reversed.
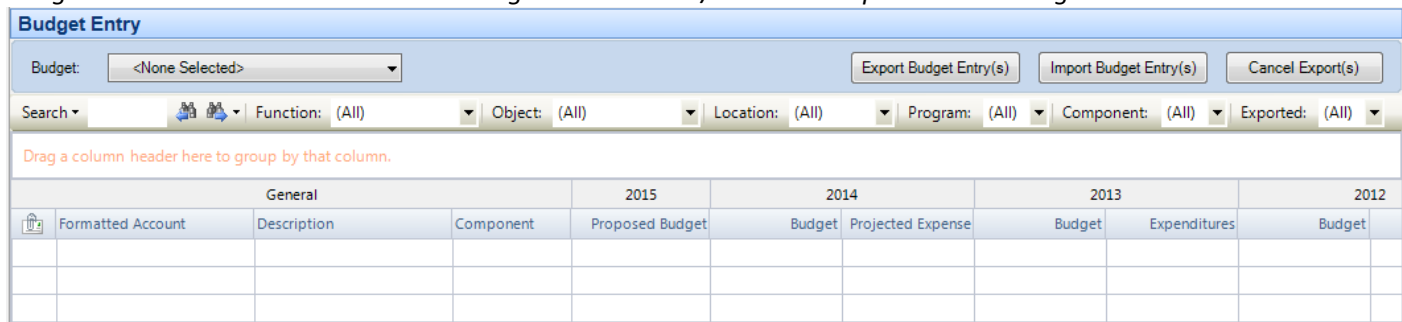- Highlight the appropriate budget name in the listing.
- Click Delete ✕ .
   - Click Yes if the budget should be permanently removed from the system. Note that this process is irreversible.

Budget Entry
Path: Budgeting/Data Entry/Budget Entry
Note: Budget Users only have access to see the budgets to which he/she was linked.
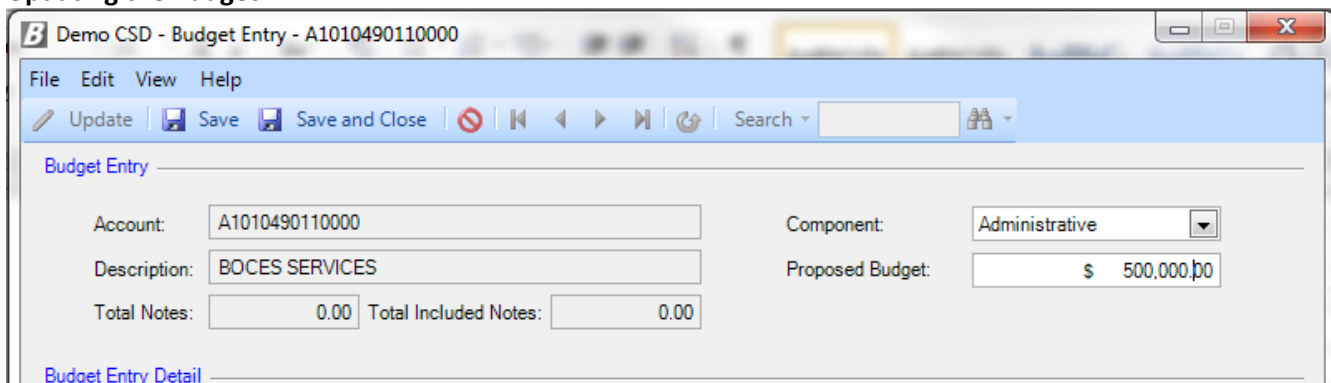*Budget Admins have access to see the budgets to which he/she is linked plus see the budget users who have access.*

- Select **Budget** from drop-down.
- The user's assigned account codes are displayed in the listing.
- **Filtering Accounts** - The Budget Entry window provides the capability to filter accounts codes by Function, Object, Location, Program, Component, or Exported flag

Updating the Budget

- Highlight the **Account Code** and enter Update mode ✐ Update Record .
- Update the **Proposed Budget** field.
- To change the **Component**, click the drop-down to choose Administrative, Capital, or Program.
   - *NOTE: nVision defaults each account to the most likely component.*
- If the Manually Enter Projected Expenditures box was checked when the budget was setup, the Projected Expenses field is displayed and can be used to enter the projected expenses.
- **Save** Record.

Budget Notes Tab

- The Budget can also be entered in Budget Notes. This method allows the user to list a breakdown of items that the account code is being used for.

- Click **Add** ➕ to begin the entry process.
- Enter the data into the Budget Notes Tab at the bottom of the screen. If the amount of each Note is to be included in the New Budget, check the Include in Budget box. Repeat this step for each note being added.
- **Save** the record when finished.

Budget Split Tab

- Account codes that need to be reported to NYS in more than one Component of the "3-Part" budget, can be "Split". Split labels can then be assigned to each budget note, if budget notes exist.

- Click **Add** or **Update** existing budget code.
- Enter the data into the Budget Split Tab.
    - Enter the **Split Label** name and choose the **Component** from the drop-down listing.
- **Proposed Budget**
    - If there are no budget notes, enter the proposed budget amount.
    - If budget notes exist, enter in splits and then use budget notes tab to assign. The proposed budget amount will automatically default once a split label has been assigned to each budget note.
    NOTE: If there are budget notes, make sure that all notes correspond to the appropriate split label via the Budget Notes tab.
- **Save** the record.

3

Proposed Budget History Tab

- This tab provides a history of all updates to the account code. The Proposed Budget History window displays the User Name, Date Entered, and resulting Proposed Budget amount.
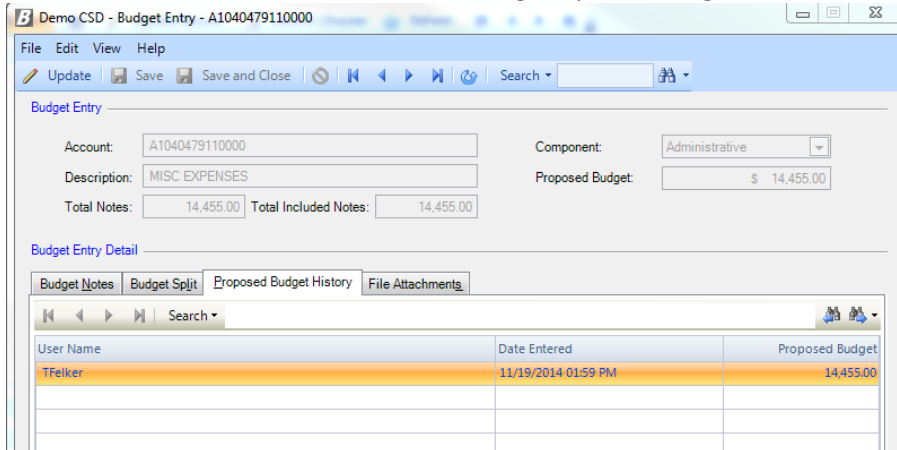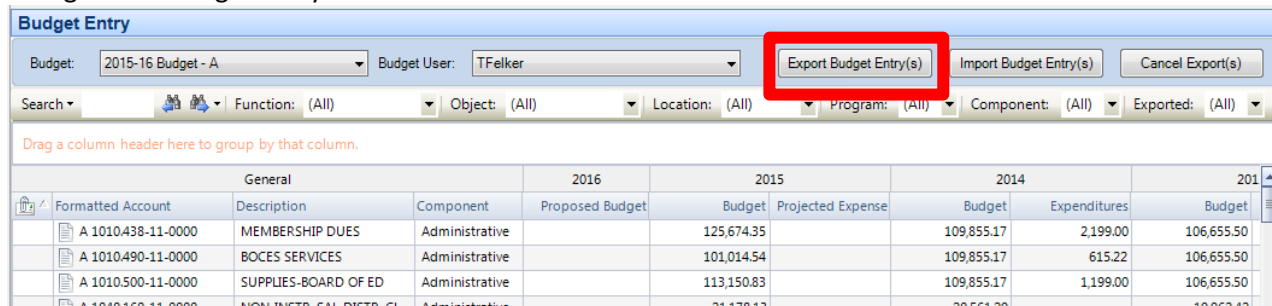

- Since there is no edit capability on this screen, simply close the window when complete.

Exporting Budget Entries

Path: Budgeting/Data Entry/Budget Entry

If you prefer to work with your budget in Excel®, export individual, multiple, or all selected codes from the account listing on the Budget Entry window.

- Highlight the codes you would like to export.
    - Hold the Shift key and click the first code in the range and the last code in the range, or check select all button at bottom of screen.
- Then click the [Export Budget Entry(s)] button. The **Export Budget Account Entries** to Excel window displays.
    - The "Export" process is used to send account codes and "New Budget" out to Excel, with the ability to specify accounting history starting with the number of years to export.
        - Years of Data to Export - The years start with the current year and work backwards.
        - Budget
        - Adjusted Budget
        - Expenditures
        - Projected Expenditures
        - Encumbrances
    - Export File Path – Default path is to the c:\ folder and name the file Budget1.xls. The "Export File" name and/or path can be changed at this time if desired by clicking the [Select File Path] .
    - Review the listing of Accounts Selected to be Exported.
    - Open Excel Application – Check if you would like to open Excel® when the "Export" process is run.
- Click [Export] to verify that the selected criteria are correct and to continue the Export process.

- Below is the resulting Excel® spreadsheet. All the accounting data for the selected years is displayed, as well as the New Budget, accounts, and account descriptions.

Accounts		2014-15					2015-16
Account	Description	Budget	Adjusted Budget	Expense	Projected Expense	Encumbrances	NEW BUDGET
A1010438110000	MEMBERSHIP DUES	$125,674.35	$125,824.35	$100.00	$100.00	$0.00	$ 110,000.00
A1010490110000	BOCES SERVICES	$101,014.54	$100,864.54	$1,875.00	$1,875.00	$0.00	$ 115,000.00
A1010500110000	SUPPLIES-BOARD OF ED	$113,150.83	$113,150.83	$0.00	$650.00	$650.00	$ 111,000.00
A1040160110000	NON-INSTR SAL-DISTR CLERK	$21,178.13	$21,178.13	$0.00	$0.00	$0.00	$ 20,000.00
A1040402110000 (Elem School)	CONF & TRAVEL	$213,915.54	$213,915.54	$50.00	$102.20	$52.20	$ 25,000.00
A1040402110000 (High School)	CONF & TRAVEL						$ 25,000.00
A1040402110000 (District Office)	CONF & TRAVEL						$ 25,000.00
A1040475110000	TUITION REIMBURSEMENT	$105,060.00	$105,060.00	$50.00	$182.00	$132.00	$ 120,000.00
A1040479110000	MISC EXPENSES	$159,135.00	$159,135.00	$165.00	$2,289.00	$2,124.00	$ 14,455.00

- New **Budget Numbers** that have already been entered into nVision are displayed. This allows the user to update/change any and all amounts in the New Budget column.
- **Split Accounts** are exported with their split components, as highlighted in the illustration above. These are updateable and will import back into Budgeting.
- If there are any budget notes that have been added to an account code, there will be a red indicator ' in the corner of the cell. Hold the mouse over the cell to display the notes as seen below.

A1040475110000	TUITION REIMBURSEMENT	¢105 060 00	¢105 060 00	¢50.0
A1040479110000	M			5.0
A1040500110000	SU			0.0
A1060479110000	M			0.0
A1240150330000	IN			0.9
A1240160330000	N			0.0
A1240165110000	N			0.0
A1240220110000	COMPUTER HARDWARE	$155,095.85	$155,095.85	$0.0

```
Description                        Units     Rate Incl.    Extended
--------------------------------------------------------------------
High School Tables                 20.00    399.00  YES     7980.00
Elem School Learning Software      25.00    159.00  YES     3975.00
Business Office Folder/Sealer       1.00   2500.00  YES     2500.00
                                                          -----------
                                   Total Included:  14455.00
```
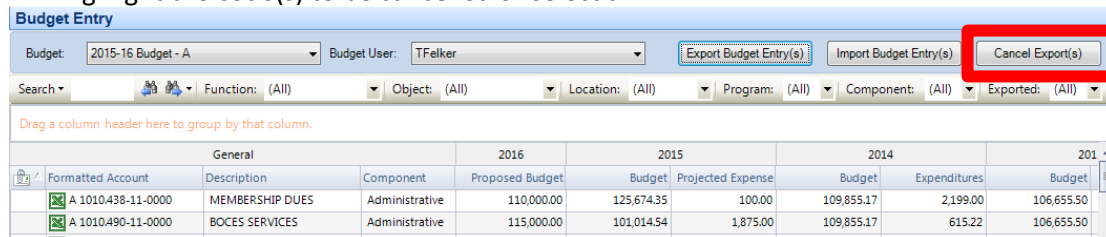
- In nVision Budgeting, any exported account(s) will have a Microsoft Office Excel green logo next to it. This stops all other users from making updates to that account.

A 1010.438-11-0000	MEMBERSHIP DUES	Administrative	110,000.00	125,674.35	100.00	109,855.17	2,199.00	106,655.50
A 1010.490-11-0000	BOCES SERVICES	Administrative	115,000.00	101,014.54	1,875.00	109,855.17	615.22	106,655.50
A 1010.500-11-0000	SUPPLIES-BOARD OF ED	Administrative	111,000.00	113,150.83	650.00	109,855.17	1,199.00	106,655.50

Cancel Exports

When a user exports an account, other users are prohibited from performing any functions on that account code. If, for any reason, it is not possible for the user who exported the account to do the import process, the export can be cancelled so others can work with that account.

- Highlight the code(s) to be cancelled or select all.

Budget Entry

Budget:	2015-16 Budget - A	Budget User: TFelker	Export Budget Entry(s)	Import Budget Entry(s)	Cancel Export(s)

| Search ▾ | 🔍 🔍 ▾ | Function: (All) | Object: (All) | Location: (All) | Program: (All) ▾ | Component: (All) ▾ | Exported: (All) ▾ |

Drag a column header here to group by that column.

		General		2016	2015		2014		201
	Formatted Account	Description	Component	Proposed Budget	Budget	Projected Expense	Budget	Expenditures	Budget
	A 1010.438-11-0000	MEMBERSHIP DUES	Administrative	110,000.00	125,674.35	100.00	109,855.17	2,199.00	106,655.50
	A 1010.490-11-0000	BOCES SERVICES	Administrative	115,000.00	101,014.54	1,875.00	109,855.17	615.22	106,655.50
	A 1010.500-11-0000	SUPPLIES-BOARD OF ED	Administrative	111,000.00	113,150.83	650.00	109,855.17	1,199.00	106,655.50

- Click **Cancel Export(s)** button.
- Review the listing of Accounts Selected to Have Their Export Status Cancelled. Be sure that all proper account codes are shown in the listing.
- Click Cancel Export to verify that the information on this window is correct and to continue the Cancel Export process. Any changes that took place and were saved in Excel® will NOT be imported. The codes remain as they were before the export was done. Account Codes are no longer flagged as "Exported to Excel" and the "Proposed Budget" column is unchanged.

Importing Budget Entries

Path: Budgeting/Data Entry/Budget Entry

The Import function is the process of pulling the data entered in Excel® into Budgeting.

- Highlight the code(s) you would like to import.
- Click the [Import Budget Entry(s)] button. The **Import Budget Account Entries** from Excel window displays.
    - o The filename and path of the original account export defaults the original Export File path and file name on the Import Budget window. If a copy was made of the Excel® spreadsheet so that work could be done at a different location or on a different computer OR the saved Excel spreadsheet name was changed to one that is different from the original export file name, the name and/or path of the file to be imported can be changed at this time by clicking [Select File Path].
    - o **Budget Worksheet Name** - Accept the default Budget Worksheet Name or use the drop-down arrow to select the correct worksheet name within the Excel spreadsheet.
    - o nVision defaults the **Account Codes** and **Budget Amounts** columns to the original settings of the export. If during the Excel® process you moved columns around, you need to adjust the import **Column Containing Account Codes** or **Column Containing Budget Amounts** settings to ensure that nVision pulls the information from the correct columns.
    - o Review the listing of Accounts Selected to be Imported.
    - o Click [Cancel] to cancel the Import process and return to the Budget Entry window.
- Once imported, the *Budget Entry* window displays the updated **Proposed Budget** amounts for the account codes imported from the Excel spreadsheet.
- Note that the imported account codes are no longer flagged as being "checked out" to Excel 📊 .

Copy Budget

Path: Budgeting/Data Entry/Copy Budget

Create a copy of a budget to another to create a different scenario OR to copy a budget from one fiscal year to another.

- Use the drop-down to choose the **Budget to Copy**.
- Type the **New Budget Name**. The Copy must have its own unique description.
- Use the drop-down to choose the **Fiscal Year** of the new copied budget.
- **Salary Notes** - Check the box to include the salary notes in the copy. When creating a copy of the budget for the purpose of importing a different salary projection from nVision Negotiations, leave the box unchecked.
- **Include General Notes** - Check the box to include any general notes in the copy.
- Click [Copy] .
- The copied budget is seen on the list of available budgets on the Budget Entry and Budget Setup windows.

NOTE: When a budget is copied, all of the Admins/Users for the original budget are copied into the new budget record.

Import Salary Notes
Path: Budgeting/Data Entry/Import Salary Notes

If a salary projection has been done in Negotiations and all projection information has been reviewed and any modifications made, the Import Salary Notes option will pull the information from the selected projection scenario into the new budget in Budgeting.
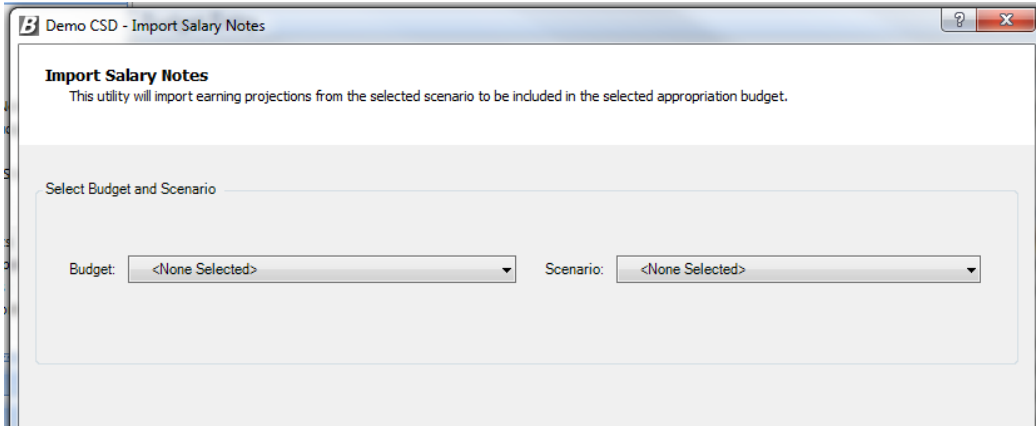
- **Budget** - Use the drop-down to choose the appropriation budget into which salary notes are to be imported.
- **Scenario** - Use the drop-down to choose the projection scenario to import earnings from.
- Click Next > .
- Highlight the **Pay Profile(s)** to be included in the budget. Check the Select All box to import salary notes from all pay profiles in the selected budget.
- Check the box(es) to flag those **Earning Types** to be included in the salary note import. Click Next > .

Account	Employee Group	Employee ID	Employee Name	Position FTE	Limit Amount
A 2110.120-66-0000	TCH	2	Teacher, John T	1.00	97857.00
A 2110.120-66-0000	TCH	10	Teacher, Samantha	1.00	106,752.00
A 2110.130-77-0000	NURSE	16	Nurse, Jane D	1.00	26,643.00
A 2110.130-77-0000	TCH	17	Teacher-New, Joanne	1.00	32,867.50
A 2110.120-66-0000	TCH	23	Aaron, Gene A	1.00	60,897.00

- The window displays the salary notes to be imported for each employee, based on the selected projection scenario, pay profile(s), and earning type(s). The total amount of salary notes is displayed in the bottom right-hand corner of the window. Use this window to modify any limit amounts.
- Once any changes have been made, click Import Notes .
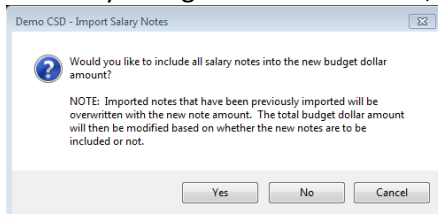
- Determine whether or not the salary notes are to be included in the amount of the new budget.
  - o Choose **Yes** to pull in the notes and include them in the amount of the new budget.
  - o Choose **No** to pull in the notes but NOT include them in the new budget.
  - o Choose **Cancel** to stop the process without pulling in any notes.
- *NOTE: If this process is repeated more than once for the same group of employee salary projection scenarios, all previously imported notes will be overwritten.*
- The imported notes can be seen for the budget on the **Budget Setup** window. The amount of those notes flagged as Include in Budget displays in the Proposed Budget column, and a pencil icon displays to the left of the account code. Double-click on the account code to display the Budget Entry Budget Notes tab which shows the imported budget note detail.
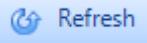
Refresh Accounts and/or Accounting Data

Path: Budgeting/Data Entry/Budget Entry

After a budget has been created, it may become necessary to refresh account codes and/or accounting data on the Budget Entry window.

The **Refresh** feature can be used:
- If there is an account code that has already been added to the Chart of Accounts in Accounting but was added after the new budget was created, the Refresh option is used to get the account into the budget.
-OR-
- To see those accounting changes for reporting purposes, which reflect against expenditures, revenues, encumbrances, or budgetary entries and adjustments, that were made since the budget was created.

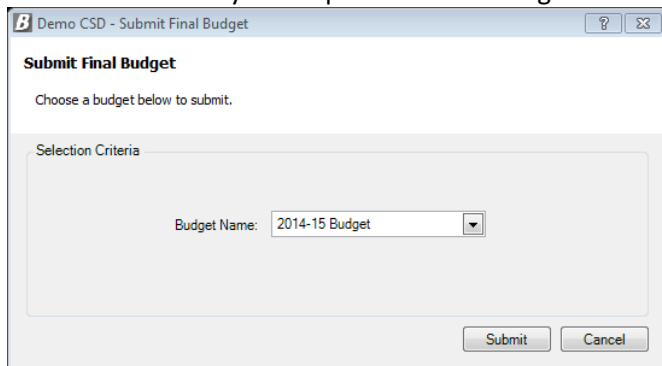**To refresh the Budget Entry screen click** **at the top of the Budget Entry Window.**

Refresh Accounts- The Budget Entry window is updated to show all accounts that were added to the Chart of Accounts after the budget was created and all inactive accounts that were not included at the time the budget was created.
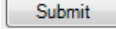
Refresh Accounting Data - At the time the new budget is added, all the current accounting data is pulled into the budget area. However, from the time the new budget is added until the first reports are run, no accounting changes will be reflected against expenditures, revenues, encumbrances, or budgetary entries and adjustments until the refresh button is clicked.

Submit Final Budget

Path: Budgeting/Data Entry/Submit Final Budget

When all data entry is complete and the budget data is ready to be sent to Accounting, select "**Submit Final Budget**".

- Using the drop-down arrow, choose the **Budget Name**. Click .
- At the prompt, confirm that the budget is to be submitted to Accounting.
    - Choose **Yes** to submit the final budget to Accounting.
- Click **OK** at the prompt.

NOTE: Once submitted, this process cannot be reversed. However, changes can be made to the budget and resubmitted subsequent times in Budget. The submitted entries are seen in the Opening Budget Entry Utility in Accounting. The budget becomes posted to a selected Opening Budget Entry Schedule by running the Opening Budget Entry routine in Accounting, making any necessary changes in the pre-posting work area, and then clicking the Post button.

Budgeting Module Reports
Path: Budgeting/Reports

Appropriation Status Report
The Appropriation Status Report criteria selection window provides the ability to run the report in many different ways.
- Use the **Budget Name** drop-down to choose the Budget to report on.
- Use the **Sort By** drop-down to choose the sort style of the report.
- Use the **Report Type** drop-down to choose the type of report.
  - Detail, Summary, or Consolidated
- For each of the different data types that can be included on the report - **Budget**, **Adjusted Budget**, **Expenditures**, **Projected Expenditures**, and **Encumbrances** - specify how many years of that data to include.
- **Account Components**
  - Function, Object, Location, and Program –use the drop-downs to choose the range to report on. Choose All or Selection and use the lookup to choose one or multiples.
- Additional report criteria allow for - **Include Split Accounts**, **Budget Notes**, **Component Analysis**, **Accounts without Activity**, **Budget Change**, and **Percent Change**.
- **Account Display** – Check the appropriate box(es) to indicate how many subtotals to include in the report.
- Click [Run].

Sample Report with the following criteria selected:

Demo CSD

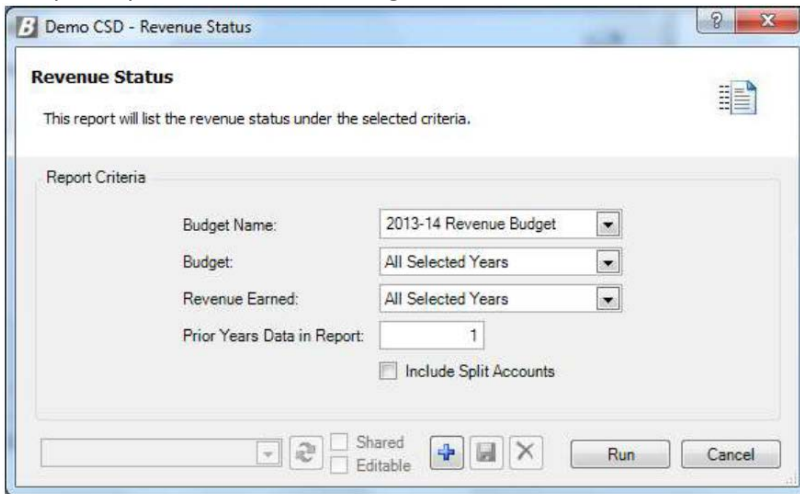### Budgeting Appropriation Status Report For 2015-16 Budget - A (Detail)

Account	Description	2015 - 16 Proposed Budget	2014 - 15 Budget	Dollar Change	Percent Change	2014 - 15 Expenditures	2013 - 14 Budget	2013 - 14 Expenditures
A 1010.438-11-0000	MEMBERSHIP DUES	110,000.00	125,674.35	(15,674.35)	(12.472%)	100.00	109,855.17	2,199.00
A 1010.490-11-0000	BOCES SERVICES	115,000.00	101,014.54	13,985.46	13.845%	1,875.00	109,855.17	615.22
A 1010.500-11-0000	SUPPLIES-BOARD OF ED	120,000.00	113,150.83	6,849.17	6.053%		109,855.17	1,199.00
1010	**BOARD OF EDUCATION** *	**345,000.00**	**339,839.72**	**5,160.28**	**1.518%**	**1,975.00**	**329,565.51**	**4,013.22**
A 1040.160-11-0000	NON-INSTR SAL-DISTR CLERK	20,000.00	21,178.13	(1,178.13)	(5.563%)		20,561.29	
A 1040.402-11-0000	CONF & TRAVEL - District Office	25,000.00	213,915.54	(188,915.54)	(88.313%)	50.00	206,684.99	
A 1040.402-11-0000	CONF & TRAVEL - Elem School	25,000.00		25,000.00	<N/A>			
A 1040.402-11-0000	CONF & TRAVEL - High School	25,000.00		25,000.00	<N/A>			
A 1040.475-11-0000	TUITION REIMBURSEMENT	120,000.00	105,060.00	14,940.00	14.220%	50.00	103,000.00	100.00
A 1040.479-11-0000	MISC EXPENSES	14,455.00	159,135.00	(144,680.00)	(90.917%)	165.00	154,500.00	
High School Tables	20.00	7,980.00						
Elem School Learning Software	25.00	3,975.00						
Business Office Folder/Sealer	1.00	2,500.00						
A 1040.500-11-0000	SUPPLIES-DISTRICT CLERK		137,890.44	(137,890.44)	(100.000%)	(500.00)	123,874.21	
1040	**DISTRICT CLERK** *	**229,455.00**	**637,179.11**	**(407,724.11)**	**(63.989%)**	**(235.00)**	**608,620.49**	**100.00**

Revenue Status Report

This provides a report for any selected Revenue-type budget. The report displays Budget and actual Revenue Earned data based on the selected number of prior year's information to include.

- Use the **Budget Name** drop-down to choose the revenue Budget to report on.
- **Budget** and **Revenue Earned** - For each of the different data types that can be included on the report specify how many years of that data to include.
- Check the box to **Include Split Accounts**, if needed.
- Click ⬚ Run ⬚ .

Sample Report with the following criteria:

Demo CSD

Revenue Status Report For 2013-14 Revenue Budget

Account	Description	2013 - 14	2012 - 13	
		Proposed Budget	Budget	Revenue Earned
A 1001	PROPERTY TAXES	8,150,000.00	7,200,000.00	133,500.00
A 1040	APPROP OF PLANNED BALANCE	550,000.00	500,000.00	0.00
A 1085	SCH TAX RELIEF REIMBURSE	625,000.00	612,000.00	0.00
A 1090	INT & PEN-REAL PROP TAX	10,360.00	10,200.00	0.00
A 1310	DAY SCH TUITION - INDIV	105,000.00	102,000.00	0.00
A 1315	CONT ED TUITION (INDIV)	51,500.00	51,000.00	0.00
A 1320	SUMMER SCH TUITION-INDIV	10,380.00	10,200.00	0.00
A 2230	DAY SCH TUITION-OTHR DIST	8,500.00	0.00	8,000.00
A 2401	INTEREST AND EARNINGS	7,800.00	7,650.00	20.00
A 2770	OTHER UNCLASSIFIED REV	10,500.00	10,200.00	70,843.19
A 3101	BASIC FORMULA STATE AID	1,028,500.00	1,020,000.00	0.00
A 3102	LOTTERY AID	10,300.00	10,200.00	0.00
A 3103	BOCES AID	103,000.00	102,000.00	0.00
A 3260	TEXTBOOK AID	53,700.00	51,000.00	0.00
A 3262	COMPUTER SOFTWARE AID	10,450.00	10,200.00	0.00
	Grand Totals:	10,734,990.00	9,696,650.00	212,363.19

Detail Notes Report

This option provides a report of any account codes in a selected budget that have budget notes attached. The report can be run in Detail or Summary format.

- Use the **Budget Name** drop-down to choose the Budget to report on.
- Choose the report **Type** – Summary or Detail.
  - The **Summary Report** simply displays the account code, note description, and the amount of the note, regardless of whether it is included in the budget or not.
  - The **Detail Report** displays the account code, account name, split label name with sequence number, note description, FTE, units, rate, include in budget flag, and amount. Account subtotals are also provided.
- Both reports conclude with the total notes entered, as well as a total of those notes which were included in the budget.
- Click [Run].

Sample Report – Summary

Demo CSD

Detail Notes Report For 2015-16 Budget - A (Summary)

Account	Sequence	Description	Amount
A 1040.479-11-0000	1	High School Tables	7,980.00
	2	Elem School Learning Software	3,975.00
	3	Business Office Folder/Sealer	2,500.00
		Total Notes:	**14,455.00**
		Total Notes Included In Budget:	**14,455.00**

Sample Report – Detail

Demo CSD

Detail Notes Report For 2015-16 Budget - A (Detail)

Account Sequence	Split Label	Account Name / Note Description	FTE	Units	Rate	Include In Budget	Amount
A 1040.479-11-0000		MISC EXPENSES					
1	High School/Elem School	High School Tables		20.00	399.000	✓	7,980.00
2	High School/Elem School	Elem School Learning Software		25.00	159.000	✓	3,975.00
3	District Office	Business Office Folder/Sealer		1.00	2,500.000	✓	2,500.00
					Account Total:		**14,455.00**
					Total Notes:		**14,455.00**
					Total Notes Include In Budget:		**14,455.00**